

**Terms of Reference (ToR) for PSD Officer /  
Personal Secretary to Secretary General**

**1. Background**

With the decision of the 14<sup>th</sup> Session of Lhengye Zhungtshog, the Royal Government of Bhutan has established the Private Sector Development Committee from 5<sup>th</sup> March, 2019 as the highest public private dialogue forum with representations from both Government and Private sector.

The PSDC is mandated to act as the forum for regular dialogue and interaction between the Government and the Private Sector to recommend and advice measures on issues and constraints impeding to the growth and development of the Private Sector in Bhutan.

The PSDC Secretariat will be established at the Bhutan Chamber of Commerce & Industry office, Thimphu

**2. Duty Station**

- PSDC secretariat, Bhutan Chamber of Commerce & Industry, Head office, Thimphu, Bhutan

**3. Nature of Employment**

- Regular employee

**4. Scope**

The PSD Officer/Personal Secretary to Secretary General shall work closely with the Secretary General, Bhutan Chamber of Commerce & Industry, and execute the following functions:

- Meeting coordination.
- Drawing up agendas for onward submission to the BCCI secretariat and final incorporation (with detailed documentation and analysis)
- Circulation of relevant documents to members prior to stipulated meeting time
- Follow up and report on the decisions of the meetings

**5. Roles and responsibilities**

- Prepare annual work plan, budget and annual report for the PSDC Secretariat
- Coordinate/conduct survey/ carry out research work on specific private sector issues submitted to PSDC
- Policy intervention/lobbying with the RGoB on all policy matters as directed by PSDC
- Plan and coordinate PSDC meetings
- Follow up and prepare Action Taken Report after PSDC meetings
- Attend meetings/workshops/trainings in relation to business advocacy, policy intervention directed by PSDC



- Study and prepare a background paper for each issues to be discussed in the PSDC meetings
- Maintain proper recording of PSDC meetings

## **6. Responsibilities of PS**

- First point of contact: dealing with correspondence and phone calls
- Managing official affairs of the Secretary General (meetings, appointments, calendars, etc.)
- Prepare talking points/speeches
- Take record of discussion/meeting
- Booking and arranging travels, transport and accommodations for Secretary General
- Organizing events and conferences (if Secretary General instructs)

## **7. Reporting relationship**

- The PSD Officer/Personal Secretary will report to the Secretary General. He/she will work as a team member with other officials.

## **8. Key qualifications**

- The PSD Officer/Personal Secretary shall have a minimum of Bachelor Degree in Economics. Preference will be given to candidates with master degree.

## **9. Skills and experience**

- The candidate should have a minimum of 5 years of experience working in Government, Corporate or NGOs. Candidates should have a good understanding of private sector and economy of the country. In addition, candidate should also have the skills and experience of preparing annual work plan and budgeting, problem solving and advisory roles as well.

## **10. Language**

- The PSD Officer/Personal Secretary should be fluent in written and spoken English and Dzongkha. In addition, being able to communicate in other local dialects will be an advantage.

## **11. Remuneration**

- Shall be placed in Grade 7 and the Salary and benefits shall be fixed within the existing BCCI pay scales and in line with the BCCI Service Rules 2015

## **12. Application Deadline**

- The application deadline is 31<sup>st</sup> August, 2021